

JOBS!

Job Opportunities and Basic Skills Program



The **JOB OPPORTUNITIES AND BASIC SKILLS PROGRAM (JOBS)** is designed to help you move to self-sufficiency.

The JOBS Program is designed to help you become financially independent and able to support your family on your own without the need for public assistance. JOBS will help you build the skills you need for a better job and help you resolve problems that may be holding you back. JOBS will also help pay for childcare and provide reimbursement for work related expenses and transportation, education for a High School diploma or GED while participating in an allowable JOBS component.

ARE YOU REQUIRED TO PARTICIPATE?

All clients who receive Temporary Assistance for Needy Families (TANF or welfare) are required to participate in the JOBS Program, unless they meet the exemption criteria. Failure to comply without good cause will result in either the denial of your TANF (cash) application or disqualification to receive TANF benefits.

Your Eligibility Specialist (ES) will review your TANF case, either at initial application as a new client or at re-certification as an existing client. If your ES determines that you are “pre-eligible” for TANF, you will be contacted by a WPS Staff or you can call/visit WPS to determine whether or not you are required to participate in the JOBS program.

Once you are contacted by WPS, you will need to meet all four activities of Pay for Performance (PFP) within 21 calendar days in order to receive your cash benefit. The four PFP activities are:

1. Attend the LATTE Orientation
2. Meet with your assigned Social Worker for assessment
3. Register on www.hireguam.com
4. Submit an Employment Training Contract (issued by your assigned SW at initial assessment).



WHO IS EXEMPTED OR NOT REQUIRED FROM PARTICIPATING IN JOBS PROGRAM?

You are EXEMPTED from the Program and are NOT required to participate if you:

- Are age 60 and above.
- Are 16-18 years of age (not head of household), attending high school full-time and expected to graduate from High School before the age of 19.
- Are an individual physically or mentally unfit for employment as determined by a licensed physician.
- Have a high-risk pregnancy (Need Physician's certification).
- A single parent with 1st and only child is under 12 months of age. Any child born after the first child, parent will be exempted until that child turns 6 months old.
- Are the designated caretaker (certified by a Licensed Physician) for a disabled family member living in the same home/house/dwelling.

IF EXEMPT, CAN YOU VOLUNTEER?

Yes, any exempted TANF client can volunteer to participate in JOBS and gain from this Program. JOBS offer many valuable benefits and services, so you may want to volunteer and start right away.

WHAT HAPPENS IN THE JOBS PROGRAMS?

When you participate in JOBS, you will meet with our JOBS staff to determine what services you need and what kinds of work training and/or educational activities would be right for you.

The minimum average number of participation hours required **per week** is as follows:

- Single-Parent and Two-parent Household's
Each individual must work 32.5 hours
- Teen Parents
Each individual must work 20 hours



APPOINTMENT

Following approval of your TANF benefits, you need to contact the Work Programs Section- JOBS Program at 735-7256/7267 or visit them at the Castle Mall in Mangilao, Unit#15. You will be scheduled to attend the Leveraging Assistance Towards TANF Engagement Orientation (L.A.T.T.E).

Once you have completed the orientation, you will be scheduled to meet your Social Worker (SW). They will work with you to resolve any problems that may be holding you back from going to work, training, and/or school.

INITIAL ASSESSMENT

Your SW will explain the JOBS Program in greater detail. An initial assessment will be conducted to determine your occupational qualifications or expectations, training/employment, and educational goals. An Individual Responsibility and employment Plan will be created with your assigned SW to help you figure out what kinds of program activities may be interesting to you as a participant.



WORK TRAINING COMPONENT PLACEMENT REFERRALS

After the development of your Individual Responsibility Plan, you will be referred to various government, non-profit organizations, or private sector companies for component placement to conduct your training. The agencies/organizations that have agreed to be work training sponsors are on a list that will be distributed to you during the LATTE Orientation.

WHAT TYPES OF EMPLOYMENT, TRAINING, AND EDUCATION PROGRAMS AVAILABLE?



Unsubsidized Employment is any full or part-time employment in the public or private sector that is not paid by TANF funds.

Subsidized Private or Public-Sector Employment is full or part-time employment in the private or public sector for which the employer receives a subsidy (reimbursement for salaries/wages) from TANF or any other public program.

Work Experience is unpaid work activity performed in return for welfare that provides an individual with an opportunity to acquire the general skills, knowledge, and work habits necessary to obtain employment. Individuals do not receive wages or compensation.

On the Job Training (OJT) is training in the public or private sector that is given to a paid employee while he or she is engaged in productive work and that provides knowledge and skills essential to the full and adequate performance of the job.

Job Search and Job Readiness Activities includes but not limited to: looking for suitable job openings and interviewing for jobs, preparing an individual to obtain employment, such as preparing a resume or job application, interviewing skills, instruction in work place expectations, and life skills training; substance abuse treatment, mental health treatment, or rehabilitation activities, etc. Such treatment must be determined necessary by a qualified medical, substance abuse, or mental health professional to ensure that a proper diagnosis is made and an effective remedy is prescribed.

Community Service Programs include volunteer work for the direct benefit for the community in a public or non-profit organization such as Volunteering /participating in island wide beautification projects, distributing food and commodities to the needy, and assisting in the classroom and/or Court Ordered community service.



Vocational Educational Trainings (not to exceed 12 months) are any organized vocational educational programs that are directly related to the preparation of individuals for employment in current or emerging occupations requiring training which includes a baccalaureate or advanced degree, instructional certificate programs, industry skills certificates, or other course work. These trainings are provided by vocational technical schools such as community colleges, Universities and employment training entities.

Providing Childcare Services to an individual who is participating in a community service program involves a TANF individual providing child care services to enable another TANF individual to participate in a community service program. This activity must be unpaid and monitored on an on-going basis.

Jobs Skills Training Directly Related to Employment are training or education for job skills required by an employer to provide a TANF recipient with the ability to obtain employment or to advance or adapt to changing demand of the workplace.

Education Directly Related to Employment involves education activities directly related to employment in the case of an adult who has not received a high school diploma or a certificate of high school equivalency and is required to obtain one especially if directly related to a specific occupation, job or job offer.

Satisfactory Attendance at a Secondary School or in a course leading to a Certificate of General Equivalency (In case of a recipient who has not received a High School Diploma or GED) for those under the age of 20 years old.



WHAT KIND OF SUPPORT SERVICES ARE OFFERED BY THE JOBS PROGRAM?

For the time you are participating in any of the JOBS work and/or education activities, the program can help you with the following:

- Transportation Reimbursement (maximum of \$100 monthly)
- Childcare Services (children under 13)
- Transitional Child Care Services (TCC) up to one year. This is offered when you lose TANF eligibility due to increased earnings from employment.
- Work Related Reimbursements (Maximum \$250 annually) for work related (ancillary) expenses that are necessary for employment. These expenses include: initial work clothing, work tools, safety equipment, etc. Please see your SW for other allowable costs.
- Obtaining your Adult High School Diploma or GED
- Case Management and referrals

These services are available as long as you are meeting with the JOBS Program requirements.



ADDITIONAL ALLOWANCES

If you are a teen parent, you will receive the following additional allowances:

- Incentive Bonus for Perfect Attendance Every Quarter (\$50. x 4)- Year-Round = \$200.00
- One-Time Special Allowance for Graduation Expense = \$250.00



WHAT WILL HAPPEN TO MY CASH BENEFITS?

During the time you are participating in the Program, and preparing for employment, you will continue to receive your cash benefits. Any monetary assistance you receive from the Program for transportation, childcare, educational costs, etc., while in the Program and not earning wages, will not be deducted from your cash benefits.

WHAT ARE THE ADVANTAGES OF PARTICIPATING IN THE PROGRAM?

1. Gain work experience so you can add to your work history and keep it current when you are ready to apply for jobs.
2. You help the community and our island.
3. You can get a work reference.
4. You can get back to the "world of work" and learn new skills or improve current skills that are in demand by local businesses.
5. You can receive support services such as transportation reimbursement, work related expense reimbursements (such clothing, car maintenance, etc.), and child care assistance while participating in the program!
6. Opportunities to be a part of fast track training or credential programs (when funding is available) such as computer classes, etc.

HOW WILL MY BENEFITS BE AFFECTED IF I GAIN EMPLOYMENT?

You will continue to qualify for childcare assistance and medical benefits while you receive TANF. After you have become financially independent of the welfare system and your TANF benefits have been discontinued, you may be eligible for transitional childcare and medical benefits.

WHAT ARE THE PENALTIES OR CONSEQUENCES FOR NOT PARTICIPATING?

If you are an EXEMPT TANF recipient who volunteered to participate and you do not comply with JOBS Program requirements you may be dropped from the Program, lose all JOBS support services, and be removed from JOBS activities such as education and training programs. You will also lose your priority status. The next time you volunteer, JOBS may not select you as a participant and may give another EXEMPT person who volunteers the chance to participate in JOBS and receive JOBS benefits.

If you are a NON-EXEMPT (Required to participate) TANF recipient, you must participate.

If you do not participate, or comply with Program guidelines in required activities without good cause, you will be dropped from the JOBS Program, lose all JOBS support services, and lose your monthly TANF (cash) benefits.

- For the first offense, you will not receive benefits for three (3) months;
- For the second offense, you will not receive benefits for six (6) months; and
- For the third offense, you will be permanently disqualified to receive benefits.

Remember that your entire household will become ineligible to receive TANF benefits when you or any member of your household fails to comply with JOBS requirements, and you cannot regain eligibility until the end of the disqualification period.

For more information contact:

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